

ASSIGNMENT 2

Textbook Assignment: "Funding," chapter 3 (continued), pages 3-6 through 3-17; "Mail Classification and Services," chapter 4, pages 4-1 through 4-7; and "Mail Processing Procedures," chapter 5, pages 5-1 through 5-5.

- 2-1. What PS Form is used as a daily record of meter register readings?
1. 3600
 2. 3601-A
 3. 3602-A
 4. 3603
- 2-2. To calculate the amount of official postage used on any given day, you would subtract the descending register reading for today from what other reading?
1. Descending register reading of the previous day
 2. Ascending register reading of the previous day
 3. Ascending register reading of today
 4. The previous day's sub-total
- 2-3. When applying for a meter license, you should consult chapter 5, paragraph C1, of what publication?
1. OPNAVINST 5510.1
 2. OPNAVINST 5112.4
 3. OPNAVINST 5112.6
 4. OPNAVINST 5218.7
- 2-4. An MPO desiring to set a meter should follow the guidelines outlined in chapter 6, part 2, of what publication?
1. OPNAVINST 5510.1
 2. DOD Postal Manual
 3. Domestic Mail Manual
 4. OPNAVINST 5218.7
- 2-5. An ADTA is established at a civil post office when the monthly amount exceeds what minimum dollar value?
1. \$300
 2. \$500
 3. \$800
 4. \$1000
- 2-6. What agency authorizes use of the Centralized Automated Payment System for paying USPS?
1. DFAS
 2. MPSA
 3. JMPA
 4. DAPS
- 2-7. Meters without a valid PS Form 3601-A should only operate on a temporary or emergency basis.
1. True
 2. False
- 2-8. White envelopes may be used for Guard Mail when what annotation is made on the envelope?
1. "For Official Use Only"
 2. "Not USPS Mail"
 3. "Military Official Mail"
 4. "Guard Mail"
- 2-9. Confidential material can be sent through the guard mail system.
1. True
 2. False
- 2-10. Permit Imprint mailings are made at MPOs using PS Form 3615.
1. True
 2. False

- 2-11. Tenant activity OMMs will maintain copies of mailing permit documents for what minimum length of time?
1. 1 year
 2. 2 years
 3. 3 months
 4. 6 months
- 2-12. Mail volume and cost recorded on mailing permit documents will be reported at least how often?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 2-13. To apply for a Merchandise Return Service (MRS) permit, you should submit what PS Form?
1. PS Form 3601
 2. PS Form 3603
 3. PS Form 3610
 4. PS Form 3615
- 2-14. How often is a fee charged for an MRS permit?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 2-15. Business Reply Mail can only be used by commands with an FPO address.
1. True
 2. False
- 2-16. To establish a postage due ADTA, what minimum amount of postage due collection is required for a 60-day period?
1. \$5
 2. \$10
 3. \$15
 4. \$20
- 2-17. Domestic mail is divided into classes according to what factors?
1. Size and shape
 2. Size and contents
 3. Weight and size
 4. Weight and contents
- 2-18. To compute postage and fees for international mail, you should use what publication(s)?
1. Domestic Mail Manual
 2. International Mail Manual
 3. USPS Poster 123-L
 4. Both 2 and 3 above
- 2-19. Official mail destined for the same address or area should be consolidated by using what method?
1. Class
 2. Size
 3. Weight
 4. Shape
- 2-20. Which class of mail is the most expensive and normally exceeds the need of most Navy mailings?
1. Standard Mail (A)
 2. Periodical
 3. Priority
 4. Express
- 2-21. Commands requiring expedited transit and delivery of material that does not qualify for Express Mail should use what other class of mail?
1. Priority
 2. Periodical
 3. Standard Mail (A)
 4. Standard Mail (B)
- 2-22. Express Mail may NOT be sent to which of the following addresses?
1. USCG Jarvis/Honolulu, HI
 2. USNS Mars/Agana, Guam
 3. USS Beaufort/Sasebo, Japan
 4. Air Wing Six/FPO AA 34001s
- 2-23. Activities desiring to establish an Express Mail Corporate Account will submit what form?
1. OPNAV Form 5511/10
 2. PS Form 5639
 3. PS Form 3295
 4. DD Form 577

- 2-24. First Class mail exceeding 11 ounces is charged at what rate?
1. First Class
 2. Priority
 3. Standard Mail (A)
 4. Standard Mail (B)
- 2-25. A "Priority Mail" sticker on any mail piece automatically denotes a minimum postage charge equal to what priority parcel weight?
1. 1 pound
 2. 2 pounds
 3. 3 pounds
 4. 4 pounds
- 2-26. Priority mail envelopes may be obtained from what supply source?
1. Government Printing Office
 2. Local supply office
 3. U.S. Postal Service
 4. Servmart
- 2-27. Which special postal service offers the most secure method of transmitting material?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-28. Which special postal service should be used to send letters notifying reservist of unsatisfactory participation in drills?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-29. Legal matters concerning records of trial for all special and general courts-martial should be sent using what special postal service?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-30. Federal agencies are prohibited from using what special postal service that is generally used for obtaining indemnity in case of loss?
1. Registered
 2. Certified
 3. Insured
 4. Express
- 2-31. Official correspondence and/or material may be deposited in USPS collection boxes.
1. True
 2. False
- 2-32. You should not postmark mail deposited after the last scheduled collection until the following day.
1. True
 2. False
- 2-33. Official mail should never be sorted, bundled, and dispatched with ordinary outgoing mail.
1. True
 2. False
- 2-34. The neck of a mailbag pouch is secured by what method?
1. A tin band seal
 2. A draw cord and fastener
 3. A leather strap and locking device
 4. A USPS lock through the grommets
- 2-35. A mail tray is used to transport what type of mail?
1. Flats
 2. Express Mail
 3. Registered mail
 4. Nonpreferential periodicals
- 2-36. When dispatching First-Class letter mail in an orange number 1 pouch, what other type of mail may be enclosed?
1. Periodicals
 2. Standard Mail (A)
 3. Standard Mail (B)
 4. Directory service letter mail

- 2-37. What form of correspondence does NOT require the address on official mail to be typed or printed by mechanical means?
1. An OMBUDSMAN newsletter
 2. Invitations to sports events
 3. News release articles of command functions
 4. Invitations to social events where handwritten addresses are prescribed by social custom
- 2-38. Which of the following examples of punctuation marks may be used in the address of official mailings?
1. P.O. Box
 2. 32509-5237
 3. Pensacola, FL
 4. Bldg. 2435/Rm. 2276
- 2-39. The address on official mail is limited to how many lines?
1. 7
 2. 6
 3. 5
 4. 4
- 2-40. The optional line of an address may be used for which of the following types of information?
1. A specific person only
 2. A specific section only
 3. Both 1 and 2 above
 4. The name of the foreign country to which the military base is located
- 2-41. Mail is sent to a ship stationed in Mayport, Florida. What acronym is used in place of the state?
1. AA
 2. MPO
 3. FPO
 4. FPO AA
- 2-42. All commands having direct financial dealings with USPS will report all official mail purchases how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Semiannually
- 2-43. Major claimants consolidate the official mail purchase report, then forward it to what office or official?
1. OMCCP-MPSA
 2. COMNAVSUPSYSCOM (SUP 54)
 3. Accountable Postmaster, USPS
 4. Disbursing officer, USPS
- 2-44. Major claimants will report total funds remaining on postage meters using what mail code?
1. 2001
 2. 2002
 3. 2003
 4. 2004
- 2-45. Major claimants will report the total dollar value of support provided to other commands using what mail code?
1. 2001
 2. 2002
 3. 2003
 4. 2004
- 2-46. MACOMs conduct internal headquarters OMM inspections at least how often?
1. Quarterly
 2. Annually
 3. Biannually
 4. Semiannually
- 2-47. Upon completion of the OMM inspection, a copy of the report should be filed. What is done with the previous year's report?
1. Keep report on file
 2. Dispose of as waste
 3. Send to the military OMM at the MPSA for filing
 4. Turn report over to the command supply officer for report consolidation
- 2-48. What instruction contains the Official Mail Manager's Inspection Checklist?
1. OPNAVINST 5112.4
 2. OPNAVINST 5112.6
 3. OPNAVINST 5218.7
 4. SECNAVINST 5210.11

- 2-49. Postage stamps should be secured by which of the following means?
1. A locked file cabinet
 2. A locked desk drawer
 3. A locked safe
 4. All of the above

- 2-50. What individual(s) are responsible for the security of postage stamps and postage metering equipment?
1. The DO only
 2. The OMM only
 3. All personnel who work with or near official mail
 4. Only the official postage metering clerk is held responsible

STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

NOTE: IF YOU HAVE NO COMMENTS, YOU DO NOT HAVE TO SUBMIT THIS FORM.

FROM: _____ Date _____

RATE/RANK/GRADE, NAME (FIRST, M.I., LAST)

DSN: _____

STREET ADDRESS, APT #

Commercial: _____

FAX: _____

INTERNET: _____

CITY, STATE, ZIP CODE

To: COMMANDING OFFICER
NETPDTC CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: *OFFICIAL MAIL MANAGEMENT*, NAVEDTRA 12053

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

UNDER AUTHORITY OF TITLE 5, USC 301, INFORMATION REGARDING YOUR MILITARY STATUS IS REQUESTED TO ASSIST IN PROCESSING YOUR COMMENTS AND IN PREPARING A REPLY. THIS INFORMATION WILL NOT BE DIVULGED WITHOUT WRITTEN AUTHORIZATION TO ANYONE OTHER THAN THOSE WITHIN DOD FOR OFFICIAL USE IN DETERMINING PERFORMANCE.

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DEPARTMENT OF THE NAVY

**COMMANDING OFFICER
NETPDTC CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237**

OFFICIAL BUSINESS

**COMMANDING OFFICER
NETPDTC CODE N313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237**

PRINT OR TYPE

TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SSN _____ DESIGNATOR _____ City or FPO _____ State _____ Zip _____
ASSIGNMENT NO. _____ Date Submitted: _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____

SCORE

1	2	3	4		1	2	3	4		1	2	3	4				
T	F				T	F				T	F						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

